



The Family Liaison Office

Vacancy in the Family Liaison Office: Education Services Specialist

TITLE

Education Services Specialist, Family Liaison Office (M/DGHR/FLO), GS-01740-12, full time, 2-year limited appointment, with potential to be extended up to a maximum of 5 years, Excepted Service, Schedule A. This appointment is not in the Competitive Service. The selected candidate will receive a 2-year Non-Career term appointment with benefits (FERS, TSP, FEGLI and FEHB).

CLOSING DATE

October 2, 2007

SUMMARY

The position is located in the Family Liaison Office (FLO), Bureau of Human Resources, Department of State. The incumbent of this position operates under the general direction of the Deputy Director of the Family Liaison Office and is responsible for planning and implementing a comprehensive program for advising Foreign Service employees and family members in the area of education at all academic levels. In addition, the incumbent administers a comprehensive program to address the issues of Foreign Service youth. The position is located in Washington, DC, but requires some travel and weekend work.

The Family Liaison Office was established in 1978 to improve the quality of life of Foreign Service employees and their family members. The FLO assists both employees and family members in the areas of family member employment, educational counseling, crisis support, and expeditious naturalization. FLO provides support to evacuees from overseas missions, is the functional office for the worldwide Community Liaison Office program, and organizes Washington and overseas training conferences annually. FLO produces numerous publications and information papers. You may research information about FLO on our Intranet web site: (<http://hrweb.hr.state.gov/flo/index.html>) or Internet(<http://www.state.gov/m/dghr/flo>).

The Family Liaison Office serves employees and family members not only from the Department of State, but fields questions and makes referrals for many

agencies with personnel abroad including the U.S. Agency for International Development, Foreign Commercial Service, the Justice Department, and Peace Corps, among others.

MAJOR DUTIES

A. Provides educational counseling for Foreign Service families and students regarding education options, including schools at post; boarding schools in the U.S. and abroad; Washington area public and private schools; special education (including learning disabilities and gifted and talented); home-schooling; college admissions, testing, financial aid; and summer programs, schools and camps.

B. Identifies and analyzes the unique and special educational needs of children in the Foreign Service community. Advocates for new programs and policies that would improve the quality and range of services for families with appropriate offices within the Department of State and foreign affairs agencies. Represents the Family Liaison Office on interagency and other committees dealing with educational and youth concerns.

C. Initiates and maintains communication with schools, colleges, specialized educational associations, and youth organizations such as the Foreign Service Youth Foundation (FSYF) to augment resources for Foreign Service families.

D. Conducts programs and training events on education and youth issues, including educating the Foreign Service child while families are posted abroad, public and private schooling options in the Washington metropolitan area, and college admissions and financial aid. Speaks regularly before audiences on education concerns and youth issues. Is a regular trainer at the FSI course "Professional Skills Training for the Community Liaison Office Coordinator."

E. Researches, analyzes and writes a variety of materials related to all aspects of educating the Foreign Service child and on raising children abroad. Develops and maintains a current library of education and youth resource materials.

F. Provides guidance and materials to Community Liaison Offices at missions abroad on school liaison, educational referral, and youth issues for families through personal conferences with CLOs, CLO training materials sent to the field, and the FLO-CLO Connection.

G. Maintains various education and youth databases.

QUALIFICATIONS (Ranking Factors)

The successful candidate must:

A. Be a U.S. citizen and have a minimum of 6 years of experience living in a Foreign Service community abroad.

B. Have a Master's degree and professional pedagogical background in education as either a classroom teacher, counselor, school psychologist, or educational administrator and experience working in international schools and/or American public schools, preferably both.

C. Have knowledge of educational programs and issues for kindergarten through grade 12. In particular, incumbent should be able to demonstrate knowledge about boarding school options, special needs education in the Foreign Service context, home schooling, Washington area schools, college admission procedures, testing programs, and educational evaluation services.

D. Be able to develop and manage program activities.

E. Be able to analyze problems and to develop and implement solutions to them.

F. Be able to compose and edit varied and complex materials.

G. Interact with officials of the foreign affairs agencies at all levels.

H. The Family Liaison Office needs to fill this position as soon as possible. Availability is a key factor. Please note the closing date of October 2, 2007.

In addition, computer skills are essential: knowledge of the Microsoft Office suite including spreadsheet applications and the ability to conduct Internet research are required.

HOW TO APPLY

Interested individuals may submit one of the following:

- an optional application for Federal Employment (OF-612), or
- an SF-171, or
- a federal resume(see important instructions for submitting a resume at the end of this announcement).

In addition, each candidate must submit a supplemental statement that addresses each ranking factor and explains in detail how the applicant's experience (paid or unpaid), education or special training relates to those qualifications and ability to type. Applications which are incomplete or mailed in government postage-paid envelopes will not be considered.

Send applications to Tracy Young, HR/EX, Room H-726, Department of State, Washington, D.C. 20520. Applications may also be faxed to Tracy Young at (202) 663-2371. The application must be received by close of business, Tuesday, October 2, 2007. If there are any questions regarding this

announcement, please contact Leslie Teixeira, Deputy Director, M/DGHR/FLO, at (202) 647-1076 or TeixeiraLM@state.gov. Overseas applicants may want to email, cable, or fax (202-647-1670) their intention to apply to Ms. Teixeira.

EVALUATION METHOD

Determination of basic eligibility and evaluation of the applicant's experience, education and training will be based solely on a review of the Federal application or resume. It is imperative that the information provided be in sufficient detail to permit accurate evaluation of eligibility and background as they relate to the qualification requirements listed in the announcement. Competition for vacancies in the Family Liaison Office is very keen. Generally, only the top 3 to 5 best-qualified candidates will be referred for an interview.

Please note that because all Family Liaison Office positions are in the excepted service, neither past nor current Federal status nor executive order eligibility are required. However, if applicants have government employment status or eligibilities, it is helpful to document this in the application to assist in determining the level of skills and abilities of each candidate.

Therefore:

1. All current Federal employees and reinstatement eligibles should submit a current performance appraisal and a SF-50 showing proof of competitive status. (If a current performance appraisal does not exist, form DS 1812 (Applicant Appraisal) or equivalent form from another agency, signed by the current supervisor, is acceptable, or if the performance appraisal of record does not fully address the ranking factors, the DS 1812 may be submitted.)
2. All non-competitive eligibles should submit proof of eligibility.
3. All applicants claiming veterans' preference must provide proof of eligibility.
4. All other applicants (non-status) must submit information identified above.
5. All applicants must submit information that addresses the ranking factors (qualifications) in this announcement.
6. All applicants should submit SF-181, Race and National Origin Form (for statistical purposes only).

PRIVACY INFORMATION ACT

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. The information requested is needed to evaluate your qualifications. Other laws require inquiring about citizenship, military service, etc.

INFORMATION FOR THOSE WHO WISH TO SUBMIT A RESUME

Please note that although neither the format nor a particular application form is specified, there is certain information that applicants must provide in order to determine if the legal requirements for Federal employment have been met and to evaluate one's qualifications. If a resume format is used, it must contain the following information for the applicant to be considered for the position.

Personal and Educational Information

1. Full name, mailing address (with zip code) and day and evening phone numbers, including area code;
2. Social Security Number;
3. Country of citizenship (most federal jobs require U.S. citizenship);
4. Veterans' preference (proof of eligibility required);
5. Highest Federal civilian grade held, including series, beginning and ending dates;
6. Name, city and state of last high school attended and date of diploma or GED;
7. Name and state of colleges and universities attended, major fields of study, type and year of any degrees received (if no degree, show total number of credits earned and indicate whether they are in quarter or semester hours).

WORK EXPERIENCE AND OTHER QUALIFICATIONS

Applicants must provide information on their work experience, both paid and non-paid, that is related to the position for which they are applying, including:

1. Job title (series and grade if Federal employment);
2. Duties and accomplishments;
3. Employer's name and address;
4. Supervisor's name and telephone number (indicate if we may contact your current supervisor);
5. Starting and ending dates of employment (month and year);
6. Hours worked per week;
7. Salary;
8. Any other qualification, including: job-related training (title and date of course); skills (e.g., languages, typing speed, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g., honor societies, publications).
9. Early availability may be a factor.

SUMMARY OF REQUIRED APPLICATION ELEMENTS

In summary, you must include ALL of the following. If ANY item is missing or incomplete, your application cannot be considered:

A. An OF-612, SF-171, a Federal Resume, or any other format that contains ALL of the required elements listed in paragraph 10 of this announcement; NOTE: these forms or formats can be found on the internet.

B. "Supplemental Statement" addressing EACH of the Qualifications and Ranking Factors IN DETAIL;

C. Most recent performance evaluation; OR

D. For Federal Employees (including those on INWS):

1. Most recent Performance Appraisal Report or EER, or if one does not exist, a form DS-1812 or equivalent Form from another agency;

2. Most recent SF-50 (even if several years old).

E. An SF-181 (this can be found on the internet);

F. Veterans must demonstrate proof of eligibility.

FLO STRONGLY recommends that applicants contact the Career Development Resources Center (CDRC) for guidance on the preparation and submission of an application for a U.S. government position. They can be contacted via telephone at 202-663-3042, via fax at 202-663-3146, or via email at CDRC@state.gov. The CDRC is located at SA-1, Room L321, Columbia Plaza, 2401 E Street, NW, Washington, DC 20520. This service is available at no cost to Department of State employees and family members of U.S. Government employees serving overseas under Chief of Mission authority. The intranet website is <http://hrweb.hr.state.gov/csp/cdrc/index.html>.